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REGISTERED - RETURN RECEIPT REQUESTED

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Attention:

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Subject : **Contract No. RD-113**

Gentlemen:

The subject contract stipulates that Technical Progress Reports shall be furnished the Contracting Officer.

In order to expedite the receipt and review of such reports by cognizant technical personnel, it is requested that henceforth all Technical Progress Reports, prepared in the manner normally practiced by you, be submitted directly to our Project Engineer in accordance with his instructions. In addition, a copy thereof shall be mailed to the Contracting Officer.

You are perhaps already aware of this new procedure for direct transmittal of reports to the Project Engineer. If such is the case, this letter serves merely as reaffirmation of previous instructions to this new procedure.

Very truly yours,

Contracting Officer

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Distribution:

- Orig - Addressee
1 - RD-113 (official)
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